



TOWN OF NEEDHAM

TOWN HALL

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Office of the
TOWN MANAGER

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TO: Planning Board
FROM: Kate Fitzpatrick, Town Manager *Kate Fitzpatrick*
CC: Board of Selectmen, Lee Newman, Steve Popper,
Rick Merson, Tony Del Gaizo, David Davison
RE: Parking Approaches at 470, 484 and 500 Dedham Avenue
DATE: October 6, 2008

The Town is in the process of developing a plan for parking at the DPW Complex on Dedham Avenue. Winter Street Architects, on behalf of the Town, has submitted an application for a Major Project Site Plan Review which is scheduled for public hearing on October 16th. Included in that submission is an analysis of the plan for addressing the parking requirements contained in the Town's Zoning By-law.

The purpose of this supplementary memorandum is to provide the Planning Board with the Town's plan for meeting the operational parking needs of the Department of Public Works and other Town Departments that are to be located at the site on a permanent basis, as well as the plan for meeting the operational parking needs of the Town Hall when those departments are sharing the site.

Existing Parking

There are effectively 109 designated parking spaces at the DPW Complex at Dedham Avenue, some marked and some unmarked. Of these spaces, 21 are associated with the Water building at 484 Dedham Avenue, leaving 88 on the other side of the property at 470 Dedham Avenue. Visitor parking is typically located in the driveway circle (9) and immediately adjacent to the front entrance of 470 Dedham Avenue (8). Employee parking is typically located to the north of the building outside the fence – commonly referred to as the "Superintendents" area – with nine spaces, six spaces inside the fenced area, and 56 in the upper lot. This amount of parking is generally adequate, but insufficient when there are large meetings (such as bid openings) being held at the facility, particularly in the summer when the summer staff are employed. (Chart 1)

Chart 1

Existing Parking Locations Both Marked and Unmarked

484 (Water Building)	21
470 Driveway Circle	9
470 "Superintendents" Outside Fence	9
470 Inside the Fence	6
470 Front Entrance	8
470 Upper Lot	56
Total	109

Parking Needs at Intended Occupancy

When the facility is operating as intended – some time in late 2011 – we will need 125 parking spaces. This amount will accommodate the departments newly located on site (Park and Recreation and Planning or 8 spaces), existing DPW and non-DPW staff transferring to the new building from 470 Dedham Avenue (41 spaces), summer, temporary help, and visitor parking (24 spaces), and DPW operations, both those remaining at 470 Dedham Avenue and those currently parking at the 484 Dedham Avenue location (52 spaces). See Chart 2.

Chart 2

Parking Needs at Intended Occupancy

Park & Recreation & Planning	8
Existing Non-DPW (ConCom, ZBA, Building, PFD	19
Existing DPW Administration	22
Summer, Temporary & Visitor Parking	24
Sub-Total	73
DPW Operations at 470 Dedham Avenue	52
Total	125

Proposed Parking Locations

Our current plan is to allocate 173 parking spaces on the site. This will be accomplished by using parking spaces at the Water Building (14), creating a new parking lot to serve the 500 Dedham Avenue building (50), and maintaining the parking available in the driveway circle, front entrance, Superintendents' area and the area inside the fence at 470 Dedham Avenue (32). In order to accommodate an additional 21 spaces in the upper lot, we plan to remove the "snow trailer" and associated equipment and use that area as unmarked employee parking. The snow operations will be transferred to the two ground floor offices in 470 Dedham Avenue (currently housing Public Facilities) and those offices will be transferred to the new building once it is available for occupancy. The Conservation and Zoning Office will also move to the new building at initial occupancy, while the Public Works and Building Departments will remain at 470 Dedham Avenue until the Town Hall operations are removed. See Chart 3.

Chart 3

Proposed Parking Locations Both Marked and Unmarked

484 (Water Building)	14
470 Driveway Circle	9
500 Dedham Avenue	50
470 "Superintendents" Outside Fence	9
470 Inside the Fence	6
470 Front Entrance	8
470 Upper Lot	77
Total	173

Parking for Shared Occupancy

During the period that the Complex will house all of the Department of Public Works, Conservation and Zoning, Building, Public Facilities, and all current Town Hall departments, we project a need for 189 spaces. This will provide for 24 visitor parking spaces at 500 Dedham Avenue during Town Hall operations. As we can allocate 173 spaces for shared use, we intend to allocate an additional 16 spaces at DeFazio complex for overflow employee parking. See Chart 4.

Chart 4 Parking Needs as Interim Town Hall			
	484& 500	470	Total
Public Facilities	7		7
Park & Recreation, Planning, Concom, ZBA	10		10
Other Town Hall Departments	32	21	53
Existing DPW Administration & Operations		75	75
Building Department		8	8
Summer, Temporary & Visitor Parking	24	12	36
Total	73	116	189
Shortfall Relocated to DeFazio			-16

The plan as set forth above will accommodate the needs of all of the departments during the transition period, as well as the needs for all facilities on the site during final occupancy as a DPW/Public Services facility. Additional parking that has been allocated in the upper lot at 470 Dedham Avenue will likely be needed for future location of fuel pumps once the planned renovation of the 470 Dedham Avenue facility is implemented ("DPW Complex Phase 2.")

I will attend the Board's public hearing on October 16th and would be happy to answer any questions or provide additional information as needed.